

Oñate Neighborhood Association Bylaws

(revised, November, 2023)

ARTICLE I – NAME

The name of this group shall be the OÑATE NEIGHBORHOOD ASSOCIATION.

ARTICLE II – PURPOSE

The purpose of this Association shall be

(a) to enhance the quality of life in that area of the City of Albuquerque, Bernalillo County, State of New Mexico, bounded

on the West by Chelwood Park Boulevard;

on the North by Menaul;

on the East by Tramway and back lot or east side of Shirlane; and

on the South by Embudo Arroyo; and

(b) to promote the neighborhood and community through group action so that the quality of life in the area shall be in keeping with the social, environmental, cultural, and historical needs and interests of the area.

To this end, the activities of the Association shall include, but are not limited to, sponsoring cooperative planning, research, fund raising, and public education programs as they are deemed appropriate and necessary.

ARTICLE III – MEMBERSHIP

Section 1: Membership is open to all individuals who live (renters included), own property, or own a business within the boundaries of association, as stated in Section 14-8-2-3(B)(2) of the Neighborhood Association Recognition Ordinance (NARO). There shall be two types of membership in the Association: Regular and Business.

Section 2: Regular membership shall be limited to Adult Residents of the Oñate Neighborhood Association area. There shall be one (1) vote per adult membership.

Section 3: A business membership shall be limited to any person or legal entity that operates a place of business or institution within the boundaries of the Oñate Neighborhood Association area. There shall be one (1) vote per adult membership for each place of business.

Section 4: Dues shall be twenty (\$20.00) per year for both regular and business memberships.

Section 5: Dues are voluntary for all members and cannot be a prerequisite for either membership or voting, pursuant to Section 14-8-2-3(B)(4) [Associations].

Section 6: The Association shall conduct an annual enrollment of members in the month of March, though new memberships shall be available at any time.

Section 7: Each member of the Association may request a receipt for membership dues which shall serve as affirmation of membership.

ARTICLE IV – BOARD OF DIRECTORS/OFFICERS AND THEIR ELECTION

Section 1: A Board of Directors shall be the governing body of the Association and shall consist of eleven (11) people who are adult members of the Association. The Board of Directors shall be elected by the general membership at the annual meeting for a term of two (2) years. Directors shall assume office at the end of the annual meeting or when elected.

Section 2: Officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer. These officers shall all be members of the Board of Directors and shall be elected by the Board at its first meeting immediately following the annual meeting or when necessary.

Section 3: The term of office for all officers shall be two (2) years. Officers shall serve two-year terms and no more than two consecutive terms in the same office. A representative of the Association's host location or his/her designee may be a non-voting member of the Board.

Section 4: All members must be eligible to hold any officer position within the association, pursuant to Section 14-8-2-3(B)(2) [Associations] of the Neighborhood Association Recognition Ordinance (NARO).

Section 5: Vacancies occurring in any office shall be filled for the unexpired term by a majority vote of the Board of Directors. Any member may leave a Board of Directors position by notifying the President or Vice President through written or electronic communication. When a member decides to step down, they are expected to transfer their duties to the Board of Directors, along with all relevant documents, passwords, email accounts, and any other pertinent information. At the next scheduled meeting, this will be presented to the current board of directors to be voted on and finalized.

Section 6: Any elected officer may be removed from office by a majority of the membership, provided such removal is made at a "called" meeting of the membership, as stated in Section 14-8-2-4(B)(3) [Associations] of the Neighborhood Association Recognition Ordinance (NARO).

Section 7: Any elected officer replacing previous officers removed from office by a majority of the membership will be appointed by a majority vote, as stated in Section 14-8-2-3(B)(3) [Associations] of the Neighborhood Association Recognition Ordinance (NARO).

ARTICLE V – VOTING

Section 1: Every affirmed member may cast one vote on any question and participate in any election before the Association.

Section 2: All questions to be voted upon by membership will be decided by a majority vote of the members present at any membership meeting voting in favor or against. In-person, mailed paper ballot, or electronic ballots must be allowed, in which case questions will be decided by a majority of total votes cast, as stated in Section 14-8-2-3 (B)(8) [Associations] of the NARO. All questions to be voted upon by the Board will be decided by a vote of a majority of the Board Directors/Officers present and voting in favor or against.

ARTICLE VI – DUTIES OF THE OFFICERS

Duties of the officers shall include, but not be limited to, the following:

Section 1: PRESIDENT

(a) The President shall be the chief executive officer of the Association and shall in general supervise all the business and affairs of the Association between meetings of the Board of Directors.

(b) The President shall preside at all meetings of the Board of Directors and the General Membership and at all meetings of the general membership of the Association.

(c) The President shall make an annual report to the general membership at the annual meeting and file such report with the Secretary.

(d) The President shall make all necessary reports to the City of Albuquerque in compliance with the Neighborhood Association Recognition Ordinance.

(e) In the event of the death, disability, removal from office, or resignation of the President, the Vice-President shall succeed as new President.

Section 2: VICE-PRESIDENT

(a) The Vice-President shall preside over meetings of the Board of Directors in the absence of the President.

(b) The Vice-President shall assist the President, when requested to do so, in the performance of his/her duties.

(c) If there is a vacancy in the presidency (see Sec. 1.e, above), the Vice-President shall fill that office.

(d) The Vice-President shall manage the Association Distribution Committee list and perform backup responsibilities to the chief distributor. They may also seek volunteer distributors as needed.

Section 3: SECRETARY

The Secretary of the Association shall

- (a) keep minutes of all meetings of the general membership and of the Board of Directors;
- (b) be the custodian of all records of the Association and may give notice of all meetings as directed;
- (c) keep a current list of all addresses of the Association; and
- (d) preserve a copy of all official correspondence of the Association and perform such other duties incident to the office as may be required, including uploads to ONA Google Drive.

Section 4: TREASURER

The Treasurer of the Association

- (a) shall collect all monies due the Association and shall have custody of all funds of the Association.
- (b) shall pay all bills approved by the Board of Directors;
- (c) shall keep account of all receipts and expenditures; and
- (d) shall present a financial statement at each general membership and Board of Directors meeting.
- (e) All checks of the Association must be signed by two of the following officers: President, Vice President, or Treasurer.

ARTICLE VII – COMMITTEES

Section 1: The membership may establish necessary committees at any meeting (e.g., social media, event planner, patrol liaisons, and newsletter committees). The President and Vice President may also establish such committees. Committee chairpersons shall be appointed by the President or Vice President with approval from the Board of Directors.

Section 2: No report or other action of any committee shall be considered as an act of the Association unless approved by the Board of Directors or by the general membership at a membership meeting.

ARTICLE VIII – MEETINGS

Section 1: The Board of Directors shall meet as necessary, but at least quarterly, to conduct the business of the Association at such time and place as determined by its members.

Section 2: A regular meeting refers to the periodic business meeting of an association held weekly, monthly, or quarterly. A minimum of six members must be present for

items requiring a vote. If six members are not present, items requiring a vote will be tabled until a quorum is present.

Section 3: The association shall hold, at minimum, one annual meeting, and will be known as the Annual Meeting. The date for this annual meeting will be the third Wednesday of March. The Association will notify the Office of Neighborhood Coordination (ONC) of this meeting, and make a reasonable attempt to give written notice to all households and businesses within its boundaries at least two weeks in advance through placement of one or more signs at prominent locations within the association boundaries and one or more of the following: U.S. Mail; delivered flyers; website or social media posting; e-mail, text message, direct message through social media, or other form of electronic messages delivered to the known address of each member, pursuant to Section 14-8-2-3(B)(5) [Associations] of the Neighborhood Association Recognition Ordinance (NARO).

Section 4: The Annual Meeting shall be for the purpose of electing Board members, receiving annual reports of Officers and Committees and other business as determined by the Board. Each member shall be afforded the ability to vote at the Annual Meeting in-person only, pursuant to Sections 14-8-2-3(B)(8)(b) and 14-8-2-3(B)(9) [Associations] of the Neighborhood Association Recognition Ordinance (NARO).

Section 5: A special meeting refers to a separate session of an association held at a time different from that of any regular meeting and convened only to consider one or more items of business specified in the call of the meeting. Special meetings of the general membership may be called:

- by a majority of the Board of Directors with the approval of the President;
- by petition of any voting member of the association; or by the President.

Section 6: Members present at any regular or special membership meeting shall conduct business when a majority of the Board of Directors are present.

Section 7: All votes shall be decided by a majority of the members present at any meeting. No member of the Association may vote by proxy.

Section 8: The Board of Directors has the option of requiring written ballots with proof of membership of the Association.

Section 9: For any elections or voting other than the Annual Meeting, the Board of Directors must allow each member to vote using at least one of the following methods: in-person, mailed paper ballot, or electronic means, as stated in Section 14-8-2-3(B)(9) [Associations] / Section 14-8-2-4(B)(10) of the Neighborhood Association Recognition Ordinance (NARO).

ARTICLE IX – MONETARY MATTERS

Section 1: The depository for the Association's funds and the person(s) entitled to spend money on its behalf, shall be determined by the Board of Directors.

Section 2: No member, director, or officer shall receive, directly or indirectly, any compensation or pecuniary benefit from the Association, except when the Association is reimbursing them for expenses.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order (12th ed., 2011) may govern the Association for cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XI – DISSOLUTION

In the event of dissolution of the Association, the Board of Directors shall, after payment of all liabilities of the Association, dispose of the remaining assets of the Association by donating the money as agreed upon by the Board of Directors.